



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 12610.1
ARC
4 Dec 90

MARINE CORPS ORDER 12610.1 W/Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: HAZARDOUS WEATHER DISMISSAL POLICY

Ref: (a) OCPMINST 12610.2 CH1 of 17 Nov 89

Encl: (1) Council of Governments

1. Purpose. To publish the policy and procedures established for the dismissal of civilian employees serviced by the Marine Corps Consolidated Civilian Personnel Office, Washington, DC, (MCCCPO-DC) due to hazardous weather conditions.
2. Cancellation. Paragraph 4603 of HQO P5000.12E.
3. Applicability. This Order applies to all civilian employees serviced by the MCCCPO-DC whose duty station is located within the capital beltway. Civilian employees serviced by the MCCCPO-DC working at Quantico will follow the policy and procedures established by the Commanding General, Marine Corps Combat Development Command.
4. Information. The concentration of Federal workers in the Washington, DC, area requires that any change in their work hours because of emergency conditions be coordinated carefully with municipal and regional officials to minimize disruption of the highway and transit systems. In the Washington, DC, area, the Office of Personnel Management (OPM) is the Federal Government's point of contact with the municipal governments and regional organizations, such as Washington Metropolitan Area Transit Authority (METRO). OPM has established procedures for announcing employee dismissals and the closing of Federal agencies during hazardous weather and other emergency situations. The decision to close Federal agencies or authorize early dismissal or late arrival will be communicated directly to the news media and agency officials by OPM.
5. Employee Responsibility. All employees are to presume, unless otherwise notified, that their office will be open each regular workday regardless of weather or other emergency conditions which may develop. Normally, employees are expected to be prepared to cope with difficult driving conditions and minor disruptions of public transportation facilities. However, on occasion, emergency situations prevent the opening of Federal offices and activities, or prevent employees from getting to work, or create the necessity to dismiss employees early in

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certain areas. The following provides general guidelines for civilian employees serviced by the MCCCPO-DC concerning hazardous weather dismissal.

6. Hazardous Weather Dismissal Policy

a. Early Dismissal

(1) Early dismissal will be used when weather and street conditions are expected to create serious and hazardous afternoon and evening traffic conditions. The success of early dismissal depends on METRO's ability to mobilize adequate bus and rail service and on the gradual release of employees so the streets and the METRO bus and rail systems do not become overloaded.

(2) The Director of Administration and Resource Management (DirAR) (ARC)) is notified by the Office of Civilian Personnel Management (OCPM), per reference (a), and is responsible for receipt of official notification concerning early dismissal as a result of hazardous weather. In the event of such a dismissal, appropriate information will be passed as rapidly as possible to the administrative office of each staff agency who in turn will notify their employees. Heads of staff agencies are not authorized to permit early dismissal of civilian employees until notified officially by the DirAR. OPM will inform agencies of the dismissal time which will be at least 1 hour after METRO and traffic officials have been notified to prepare for an outbound rush at which time Zone 1 residents will be released. Other zones will be dismissed at half-hour intervals thereafter. Supervisors should exempt individual employees from authorized dismissal times under this plan only to avoid hardships (e.g., when an employee's carpool driver is dismissed earlier or when younger children are released early from school and no alternative forms of child care are available to the employee). The Residential Zone for each employee will be determined as follows (and as shown on the enclosure):

Zone 1 residents live beyond Montgomery, Prince Georges, and Fairfax counties.

Zone 2 residents live in portions of Montgomery, Prince Georges, and Fairfax counties that lie outside the Beltway.

Zone 3 residents live inside the Beltway, but outside the District of Columbia.

Zone 4 residents live in the District of Columbia.

(3) Whether supervisors charge leave when an emergency develops during normal work hours depends upon whether the employee is on duty or on leave at the time of dismissal.

(a) A supervisor should not charge leave, but grant excused absences, for employees on duty at the time of dismissal. An excused absence is appropriate for the remainder of the workday even if an employee was scheduled to take leave later in the day.

(b) If an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, the supervisor may charge leave for the period remaining before the employee's official departure time. When an employee leaves before official word of the pending dismissal is received, the supervisor should charge leave or AWOL (absence without leave), as appropriate, for the remainder of the workday.

(c) If an employee was scheduled to return from leave during the period of the dismissal, the supervisor should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal; i.e., as an excused absence.

(d) If an employee was absent on previously approved annual leave, sick leave, or LWOP for the entire workday, the supervisor should continue to charge the employee for the entire workday.

(e) Normally, when an employee is scheduled to report for work before the dismissal, but fails to do so, the supervisor should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.

b. Emergencies Before the Workday Begins

(1) OPM will provide one of the following announcements to the media when an emergency develops before the workday begins:

(a) "Federal agencies are open; employees are expected to report for work on time."

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(Means Federal agencies will open on time, and employees are expected to report for work as scheduled.)

(b) "Federal agencies are operating under a delayed arrival policy; reasonable delays in reporting for work will be arrival policy; reasonable delays in reporting for work will be excused."

(Means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays.)

(c) "Federal agencies are operating under a liberal leave policy; employees may take leave without prior approval."

(Means Federal agencies will open on time, but employees not designated as "emergency" may take annual leave or leave without pay (LWOP) without prior approval of their supervisors. Employees should call their supervisors to advise that they are using leave. Employees designated as "emergency" are expected to report for work on time.)

(d) "Federal agencies are operating under a delayed arrival/liberal leave policy; reasonable delays in reporting for work will be excused, and employees may take leave without prior approval."

(Means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays, and employees not designated as "emergency" may take annual leave or LWOP without the prior approval of their supervisors. Employees should call their supervisors to advise that they are using leave. Employees designated as "emergency" are expected to report for work on time.)

(e) "Federal agencies are closed."

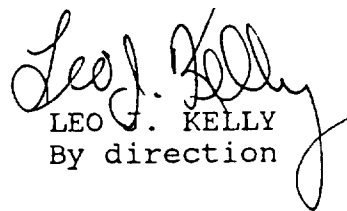
(Means employees not designated as "emergency" are excused from duty without loss of pay or charge to leave. Employees designated as "emergency" are expected to report work on time.)

(2) When determining the amount of excused absence to grant employees who experience commuting delays, supervisors should consider such factors as distance; availability and mode of transportation; and the success of other employees in similar situations.

7. Action

a. Heads of staff agencies and activities serviced by the MCCCPO-DC are urged to identify those essential personnel who perform duties vital to the continuity of operations and who are required, therefore, to be at work regardless of emergency situations or any general dismissal authorization. Essential personnel should be identified by job title or other appropriate means. These personnel should be made aware, preferably in writing, of the special requirements placed on them for reporting to, or remaining at, their worksites in emergency situations.

b. Heads of staff agencies and serviced activities are requested to make wide dissemination of the contents of this Order.


LEO J. KELLY
By direction

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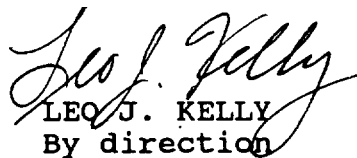
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18 Nov 94

MARINE CORPS ORDER 12610.1 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: HAZARDOUS WEATHER DISMISSAL POLICY

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. Page 4, paragraph 6b(1)(c), lines 4 and 7, change "essential" to read "emergency."
 - b. Page 4, paragraph 6b(1)(d), lines 8 and 11, change "essential" to read "emergency."
 - c. Page 4, paragraph 6b(1)(e), lines 2 and 4, change "essential" to read "emergency."
3. Summary of change. This change incorporates the revision to the Washington, DC, Area Emergency Dismissal or Closure Procedures which changes references from "essential" employee to "emergency" employee to more accurately reflect the Government's need to require the services of designated employees in emergency situations.
4. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.


LEO J. KELLY
By direction

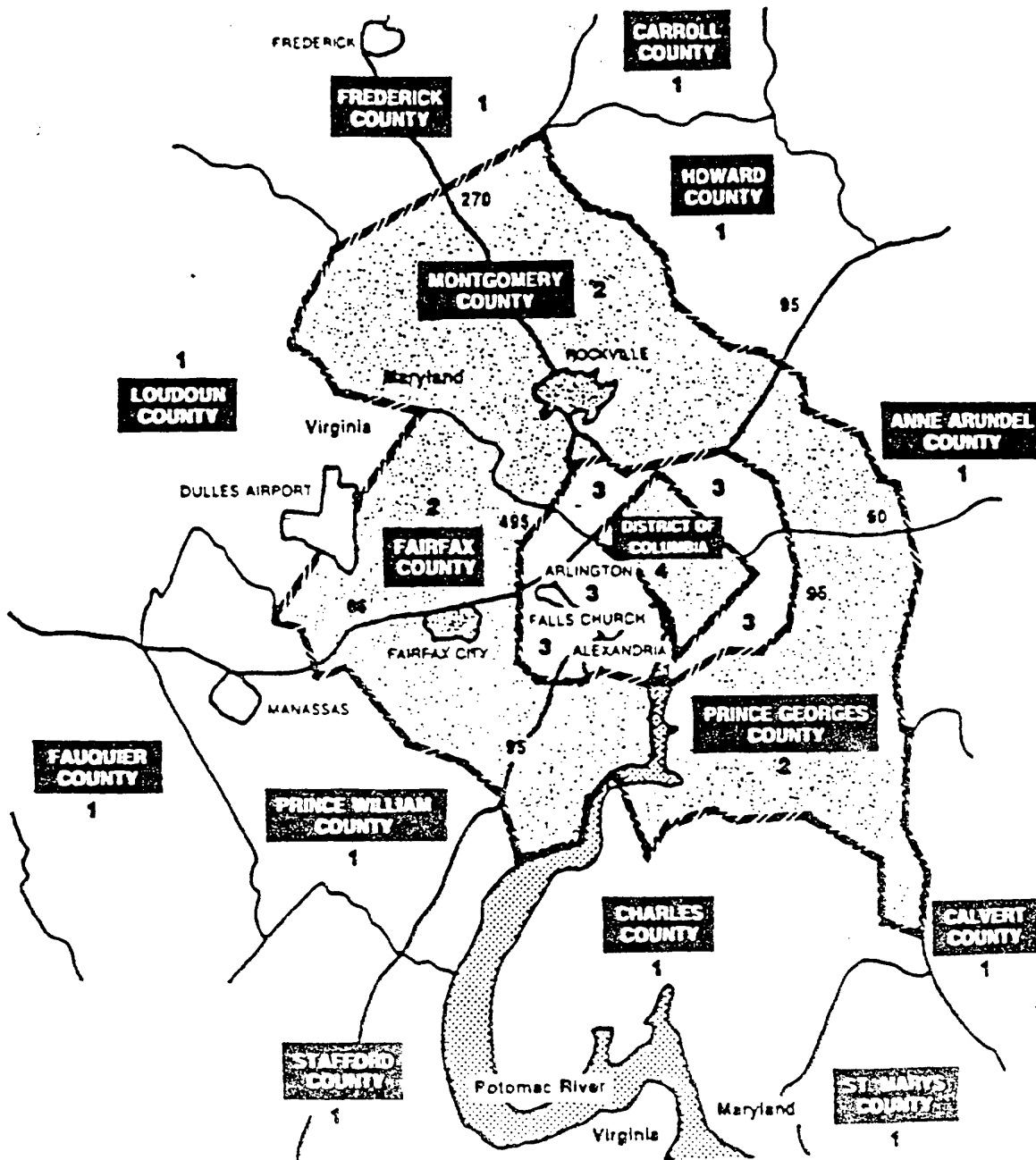
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Council of Governments

Residential Zone Dismissal Plan for the Washington Metropolitan Area



Numbers Represent Dismissal Stages